



FINGERPRINTING CIVILIANS AT MCPD FACILITIES

FC No.: 1108

Date: 10-12-18

If a provision of a regulation, departmental directive, or rule conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61)

Contents:

- I. Policy
- II. Guidelines
- III. Eligibility
- IV. Acceptable Forms of Identification
- V. Fingerprinting Procedures
- VI. Exemption from Fees
- VII. **CALEA Standards**
- VIII. **Proponent Unit**
- IX. **Cancellation**

I. Policy

It is the policy of this department to provide fingerprinting services to Montgomery County residents and persons employed by or applying for employment to a business or governmental agency (federal, state, or local) that is located within Montgomery County.

II. Guidelines

- A. Fingerprinting of civilians will be performed at each district station. The operating hours at district stations will be at the discretion of the district commanders. Desk personnel are encouraged to accommodate walk-ins beyond the normal hours of operation if sufficient staffing is available to provide the service without adversely affecting routine desk duties. Supervisors may temporarily suspend fingerprinting services during normal hours of operation if the demand prevents desk personnel from accomplishing their primary police functions.
- B. Civilians may appear at any fingerprinting site. If fingerprinting is suspended, the requesting civilian will be informed to return to the same location during the next regularly scheduled fingerprinting hours. It should be suggested that the civilian call prior to coming in a second time. ***If a citizen wishes to go to a fingerprinting site at different district, they should be provided with that district's phone number so that they can call to ascertain fingerprinting hours.***
- C. Hours of operation and the required forms of identification will be posted at all fingerprinting sites. Sample cards with instructions will also be posted in both English and Spanish. All fingerprint cards must be filled out in advance of being fingerprinted except for the signature block.
- D. Disposable gloves will be available and their use recommended during the fingerprinting process. Refusal to print civilians because of open sores or wounds ***is authorized.***
- E. Requesters must present the fingerprint card from the requesting agency.

- F. The department will provide fingerprint services to Montgomery County residents on the Criminal Justice Information System (CJIS) criminal history fingerprint cards ***authorized by the State of Maryland***. Each district station is provided a limited supply of these cards. District personnel will not refer these fingerprint requests to the Maryland State Police. Requests for Maryland State background criminal history checks will continue to be referred to the CJIS Central Repository, ***6776 Reisterstown Road, Pikesville, MD 21208 (a photo identification is required), phone (410) 764-4501, or web site <https://www.dpscs.state.md.us/publicservs/fingerprint.shtml>***
- G. All cards must be filled in with black ink and may not be folded or creased.
- H. Civilians requesting to be reprinted free of charge must present the rejected fingerprint card. The original receipt of payment should be requested, but is not required.
- I. Errors
1. If an error is made on a state applicant fingerprint card (e.g., ***illegible information***, smudged prints, etc.), ***if available***, a blank state card from department supplies will be substituted. If the original card had "Reprint" stamped on it, inform the civilian that a note must be sent back with the fingerprint card explaining that there was an error made on the "reprint" card and this card is a substitute.
 2. When an error is made to any other card, a blank applicant card from department supplies, ***if available***, will be substituted. The department's ORI number will be blacked out ***by department personnel***.

III. Eligibility

- A. Civilians requesting fingerprint services must display a primary form of identification. Persons displaying a primary form of identification without a current Montgomery County residence address (P.O. boxes will not be accepted) will be required to display a secondary form of identification that verifies the person either lives, works, or will work in Montgomery County. Acceptable forms of identification are described in section IV.
- B. ***Persons in need of fingerprinting relating to immigration will be referred to the CJIS Central Repository at the address, phone number, and web site address listed in Section II. F of this directive. Additional information can be obtained by calling the 24-hour USC Contact Center at 1-800-375-5283 or 1-800-767-1833 for people who are deaf, hard of hearing, or have a speech disability.***
- C. A supervisor may authorize fingerprinting a person who does not possess the required identification if the person's identity is not in question.
- D. A supervisor may deny the fingerprinting of any individual who fails to act in a responsible manner. Persons who are disorderly or who appear to be under the influence of alcohol or drugs will be refused fingerprinting services.

IV. Acceptable Forms of Identification

- A. Primary ID (Adults and Juveniles)
A valid government issued photo ID (e.g., driver's license, MVA ID card, government employment card, resident alien card, US passport, etc.).

B. Primary ID (Juveniles Only)

In addition to those listed above, juveniles may use:

1. A current, valid school photo ID card, or
2. A birth certificate, when ***they are*** accompanied by parent or legal guardian ***who lives at the same address and*** who possesses a valid photo ID.

C. Secondary ID to Verify County Residence

The following may be used to verify county residence:

1. A current utility bill addressed to the individual
2. A letter from the individual's landlord on letterhead verifying residence
3. ***Mortgage or rental agreement with that person's name and address***

D. Secondary ID to Verify Employment within the County

The following may be used to verify employment within the county:

1. A letter, on letterhead, requesting fingerprinting services from a current or prospective employer doing business in Montgomery County ***that shows the current or prospective employer's Montgomery County address in the letterhead or in the body of the letter***
2. Sufficient indication that the applicant is seeking fingerprinting services to satisfy the requirements of a government agency doing business in Montgomery County (i.e., a fingerprint card accompanied by documentation that confirms a work relationship to Montgomery County)
3. Copy of Memorandum from the Director of Records to the Executive Director, ***DLC*** (for Liquor License applicants only)

E. Not Acceptable

Birth certificates (except as noted for juveniles) and post office box addresses will not be accepted.

V. Fingerprinting Procedures

Once eligibility has been established, the following procedure will be followed:

1. Witness the person sign the completed cards. This signature should match the one on the primary ID.
2. Collect \$10.00 per card (cash, ***credit card, personal check accepted***).
3. ***Utilizing ShopKeep system procedures, enter the transaction into the ShopKeep system,*** deposit the fee into the cash register, and issue a receipt.
4. Complete the MCP 620, "Citizen Fingerprint Log."
5. Date and sign the card(s).
6. Stamp the card with the station ID stamp.

VI. Exemption from Fees

The following persons are exempt from the fingerprint fee:

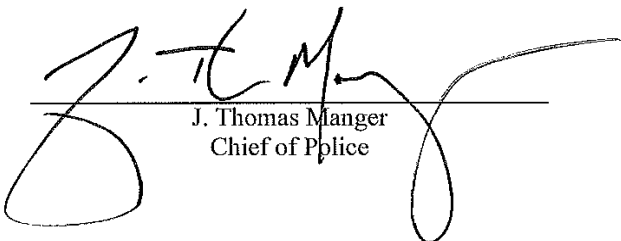
1. Taxi drivers for companies licensed in Montgomery County, provided they present either an application for a taxicab license or a copy of their current license.
2. Seasonal county employees applying for child care positions with the Montgomery County Department of Recreation. They must have an application for a criminal background check (CJIS-CR Form #146) in their possession.
3. All prospective or current employees of any governmental (federal, state, or local) agency who request fingerprinting to satisfy a work related requirement. Identification and requests must meet the requirements of sections II and III.
4. Anyone who presents a letter of exemption signed by the Chief of Police at the time of fingerprinting.

FC No.: 1108
Date: 10-12-18

VII. *CALEA standards: 17.4.2*

VIII. *Proponent Unit: PSB Administration*

IX. *Cancellation: This directive cancels Function Code 1108, effective date 03-03-03.*



J. Thomas Manger
Chief of Police